

ALCOHOL AND OTHER DRUG ABUSE PREVENTION SPECIALIST

FULL-TIME CONTRACTUAL

Recruitment #15-000061-0005

DEPARTMENT DHMH Local Health - Washington County

DATE OPENED 11/25/2015 9:15:00 AM

FILING DEADLINE 12/9/2015 11:59:00 PM

SALARY \$14.57 - \$18.67/hour

EMPLOYMENT TYPE Full-Time

HR ANALYST Carolyn Chase

WORK LOCATION Washington County

GRADE

10

LOCATION OF POSITION

Department of Health and Mental Hygiene

Washington County Health Department

1302 Pennsylvania Avenue

Hagerstown, MD 21742

Main Purpose of Job

An Alcohol and Other Drug Abuse Prevention Specialist is the full performance level of work in a multi-person program assessing, designing, coordinating and implementing alcohol and drug abuse prevention programs within a local health department. Employees in this class do not have supervisory responsibilities. Employees receive general supervision from an Alcohol and Other Drug Abuse Prevention Supervisor. Positions in this classification are evaluated using the classification job evaluation methodology. The use of this method involves comparing the assigned duties and responsibilities of a position to the job criteria found in the Nature of Work and Examples of Work sections of the class specification. The Alcohol and Other Drug Abuse Prevention Coordinator is responsible for administering a single person program, performing the full range of duties under general supervision.

MINIMUM QUALIFICATIONS

Education: Completion of sixty credit hours from an accredited college or university, 18 of which are in the behavioral sciences, health services, human services or education.

Experience: None.

NOTE:

1. Graduation from an accredited high school or possession of a high school equivalency certificate and two years of experience in a community or school based alcohol or other drug abuse prevention program may be substituted for the required education.
2. Candidates may substitute U.S. Armed Forces military service experience as a non-commissioned officer in Drug and Alcohol Counseling classifications or Mental/Behavioral Health and Drug and Alcohol Counseling specialty codes in the health related field of work on a year-for-year basis for the required education.

LICENSES, REGISTRATIONS AND CERTIFICATIONS

Employees in this classification may be assigned duties which require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland.

SELECTION PROCESS

Applicants who meet the minimum qualifications will be evaluated. The evaluation may be a rating of your application based on your education, training and experience as they relate to the requirements of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, experience, dates and hours of work. For education obtained outside the U.S., a copy of the equivalent American education as determined by a foreign credential evaluation service must accompany the application. All information concerning your qualifications must be submitted by the closing date. We will not consider information submitted after this date. For Recorded Job Information Call: 410-767-6018.

BENEFITS

[CONTRACTUAL EMPLOYEE HEALTH BENEFITS](#)

FURTHER INSTRUCTIONS

Online application process is **STRONGLY** preferred. If online process is not available, please send your paper application to: DHMH, Recruitment and Selection Division, 201 W. Preston St., Room 114-B, Baltimore, MD 21201. The paper application must be received by 5 pm, close of business, on the closing date for the recruitment, no postmarks will be accepted. Incorrect application forms will not be accepted. If you need to submit additional information, the preferred method is to upload. If unable to upload, please fax requested information only to 410-333-5689. Appropriate accommodations for individuals with disabilities are available upon request by calling: (410) 767-1251 or MD TTY Relay Service 1-800-735-2258. We thank our Veterans for their service to our country, and encourage them to apply. As an equal opportunity employer Maryland is committed to recruiting, retaining and promoting employees who are reflective of the State's diversity. Should

additional information regarding this recruitment be required, please contact the DHMH Recruitment and Selection Division at 410-767-1251 or via email at dhmh.jobs@maryland.gov.

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